

CAYUSE PROPOSAL RECORD

MENU BAR:

- **Proposal Form:** Where you complete the proposal record
- **Routing:** shows status of proposal routing and who has approved
- **History:** Shows history of all actions
- **Tasks:** Shows all tasks created for the proposal record
- **Notes:** Notes can be entered here (will be viewable to all)
- **Attachments:** All attachments can be viewed here
- **Links:** NOT USED
- **Admin Only:** Only OSP has access to this section

All Proposal Sections within the Proposal Form that must be completed are shown here.

Within each Section, makes sure to review any instructions and explanations that provide useful information.

Within the Proposal Form, all Sections must be completed (green check marks) BEFORE the proposal can be routed.

The red exclamation point means not all required fields have been completed.